



**AGENDA**  
**Regular Council Meeting**  
**4:30 PM – Monday May 10, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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1. CALL TO ORDER

2. OPENING REMARK

3. ADOPTION OF AGENDA

3.1 Agenda for May 10, 2021 Regular Council Meeting

Motion: That Council adopt the agenda for the May 10, 2021 Regular Council meeting as presented.

4. MINUTES

4.1 Minutes for the May 3, 2021 Regular Council Meeting

Motion: That Council adopt the minutes for May 3, 2021 Regular Council meeting as presented.

[Regular Council Meeting Minutes – 2021 May 3](#)

4.2 Drumheller Public Library Board - Minutes for the January and February 2021 meeting

Motion: That Council accept as information the minutes for January and February 2021 Drumheller Public Library Board meeting and the Marigold Library System 2020 Report as presented.

[Drumheller Public Library Board Meeting Minutes – January and February 2021](#)

[Marigold Library System - Drumheller Value for Your Investment 2020](#)

5. DELEGATION

5.1 Royal Canadian Mounted Police Report (RCMP)– Staff Sargeant Ed Bourque

[RCMP Reports – First Quarter 2021](#)

6. REQUEST FOR DECISION AND REPORTS

6.1. CHIEF ADMINISTRATIVE OFFICER

6.1.1 Strategic Priorities Progress Update

6.1.2 Area Structure Plan Bylaw 08.21 – Amendment to the Previous St. Anthony’s School Site East Drumheller District

Motion: That Council give second reading to Area Structure Plan Bylaw 08.21 as presented.

Motion: That Council give third reading to Area Structure Plan Bylaw 08.21 as presented.

6.1.3. For Information – Raymond Hill Road Public Submission – Report to Council

[Public Submission Report – 2021 Apr 16](#)

6.2 CHIEF RESILIENCY & FLOOD MITIGATION OFFICER

6.2.1 Flood Mitigation Update

6.3 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

6.3.1 Strategic Priorities Progress Update – Traffic Bylaw

6.3.2 Covid Update

6.4 MANAGER OF RECREATION, ARTS AND CULTURE

6.4.1 Strategic Priorities Progress Update - Facilities Comparison

6.5 COMMUNICATIONS OFFICER

6.5.1 Strategic Priorities Progress Update – Customer Service Benchmark

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

7.1 Director of Infrastructure – Dave Brett

[Infrastructure – First Quarter Report 2021](#)

7.2 Chief Financial Officer – Mauricio Reyes

[Finance – First Quarter Report 2021](#)

8. CLOSED SESSION

8.1 Drumheller Flood Mitigation Project – FOIP 16 (1) – Disclosure harmful to business interests of a third party

8.2 Property Remediation – FOIP 27 (1) – Privileged information

Motion: That Council close the meeting to the public to discuss the Flood Mitigation Project and Property Remediation as per FOIP 16 (1) and FOIP 27 (1) respectively.

9. ADJOURNMENT



**AGENDA**  
**Regular Council Meeting**  
**4:30 PM – Monday May 3, 2021**

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

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IN ATTENDANCE

Mayor Colberg  
Councillor Kristyne DeMott  
Councillor Jay Garbutt  
Councillor Lisa Hansen-Zacharuk  
Councillor Tony Lacher  
Councillor Fred Makowecki  
Councillor Tom Zariski

Chief Administrative Officer (CAO): Darryl Drohomerski  
Chief Resiliency and Flood Mitigation Officer (CRFMO):  
Darwin Durnie  
Director of Emergency and Protective Services: Greg Peters  
Director of Infrastructure Services: Dave Brett  
Fire Chief: Bruce Wade  
Administrative Assistant: Corri Bitner  
Communication Officer: Erica Crocker  
Legislative Assistant: Denise Lines

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1. CALL TO ORDER

1.1 Mayor Colberg called the meeting to order at 4:32pm.

2. OPENING REMARK

2.1 Deputy Mayor Oath – Councillor Lacher – May and June

2.2 Emergency Preparedness Week – May 2<sup>nd</sup> – 8<sup>th</sup>

2.3 2021 Statistics Canada Census – Begins May 3<sup>rd</sup>

2.4 Meeting Change - Monday May 10<sup>th</sup> will be a Regular Council Meeting

3. ADOPTION OF AGENDA

3.1 Agenda for May 3, 2021 Regular Council Meeting

**M2021.89** Moved by Councillor Zariski, Councillor Garbutt; that Council adopt the agenda for the May 3, 2021 Regular Council meeting as presented.

Carried unanimously

4. MINUTES

4.1 Minutes for the April 19, 2021 Regular Council Meeting

**M2021.90** Moved by Councillor Hansen-Zacharuk, Councillor Lacher; that Council adopt the minutes for April 19, 2021 Regular Council meeting as presented.

Carried unanimously

4.2 Minutes from the March 16, 2021 Drumheller Housing Administration Meeting

**M2021.91** Moved by Councillor Garbutt, Councillor Makowecki That Council accept as information the minutes for March 16, 2021 Drumheller Housing Administration Meeting as presented.

Carried unanimously

## 5. REQUEST FOR DECISION AND REPORTS

### 5.1. CHIEF ADMINISTRATIVE OFFICER

5.1.1 Board Application Drumheller Public Library Board - Mitchell Barry

**M2021.92** Moved by Councillor DeMott, Councillor Makowecki; that Council approve the appointment of Mitchell Barry to the Drumheller Public Library Board for a term of three (3) years starting May 2021 and ending May 2024.

Carried unanimously

5.1.2 Fireworks Bylaw 19.20 and Fireworks Bylaw 09.21 – Discussion

**M2021.93** Councillor Garbutt, Councillor Hansen-Zacharuk; that Council give second reading to Fireworks Bylaw 19.20 as presented.

For - 0:

Opposed – 6: Councillors DeMott, Garbutt, Hansen-Zacharuk, Lacher, Makowecki, Zariski,

Defeated

**M2021.94** Councillor Garbutt, Councillor DeMott That Council give first reading to Fireworks Bylaw 09.21 and set the public hearing for Monday May 17<sup>th</sup> 2021, at 5:30pm.

Carried unanimously

### 5.2. CHIEF RESILIENCY & FLOOD MITIGATION OFFICER

5.2.1 Flood Mitigation Update

Topics Discussed:

- Community Response – positive feedback about the project; many community members seem to have a better understanding of why and how this project is good for the entire community.

- Emergency Preparedness Week: Be Ready for Anything May 2<sup>nd</sup> – 8<sup>th</sup>, 2021; The focus is on being prepared for a range of emergencies that could happen in your region. Please see the [floodreadiness.drumheller.ca](http://floodreadiness.drumheller.ca) website for tips, activities and contests being sponsored by our local businesses.
- Regulated vs Natural Flow – discussions continue with the Province.
- Honouring Previous Insurance Exemptions

### 5.3. DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

#### 5.4.1 Covid Update

## 6. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

### 6.1 Director of Emergency and Protective Services – Greg Peters

### 6.2 Chief Administrative Officer – Darryl Drohomerski

Mayor Colberg called a break at 5:24pm

Meeting back in session at 5:30pm

## 7. PUBLIC HEARING TO BEGIN AT 5:30pm

Public Hearing for Bylaw 08.21

1. Mayor Open Public Hearing 5:31pm
2. Mayors Introduction of Matter – Public Hearing for Area Structure Plan 08.21 Amendment of 02.16
3. Area Structure Plan Amendment 08.21 to Bylaw 02.16 – Former St. Anthony's –  
Presented by Devin Diano, CEO/Director of Planning, Palliser Regional Municipal Services  
Palliser Municipal Regional Services – ASP 08.21 Presentation
4. Rules of Conduct
5. Announcement of Public to Speak
6. Public - Registered to Present Remotely / Phone - 5 minute time limit  
Joe Castonguay – Developer - In Favour
7. Public - Written Submission Read Aloud - 5 minute time limit -  
David Barry Keirle – Resident - Opposed
8. Mayor Call for Public Hearing to Close

## 8. CLOSED SESSION

- 7.1 Drumheller Flood Mitigation Project – FOIP 16 (1) – Disclosure harmful to business interests of a third party
- 7.2 Leasing of Town Owned Land – FOIP 16 (1) – Disclosure harmful to business interests of a third party

**M2021.95** Moved by Councillor Zariski, Councillor Lacher; that Council close the meeting to the public to discuss the Drumheller Flood Mitigation Project and leasing of Town owned land as per FOIP 16 (1). Time: 5.59pm

**M2021.96** Moved by Councillor Makowecki, Councillor Hansen-Zacharuk; that Council open the meeting to the public. Time: 8:24pm

9. ADJOURNMENT

**M2021.97** Moved by Councillor Lacher, Councillor Garbutt; that Council adjourn the meeting. Time: 8:24pm

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Chief Administrative Officer

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Mayor

Drumheller Valley YouTube Live Stream Link: <https://www.youtube.com/watch?v=fKilFzIPfjs>

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Wednesday January 13, 2021  
**Time:** 7 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil  
**Regrets:**  
**Trustees:** Caleb Brown; Liz Dube, James Foster, Kristyne DeMott  
**Marigold Rep:** Margaret Nielsen  
**Library Director:** Emily Hollingshead  
**Guests:** (Farris Nagy was intending to join as a guest; however, she was not able to join via the Zoom link)

1. Call to Order – S. Haddon called the meeting to order at 7:01 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (4/6) – confirmed – 6/6, all board members in attendance
  - b. Accepting of regrets - none
  - c. Additions to the Agenda / Approval of agenda – C. McNeil requested an addition to the agenda, 4 a. iii – DinoArts grant update. J. Foster moved to accept the agenda as amended. K. DeMott seconded. All in favour. Carried.
  - d. Review/Approval of the minutes of December 9, 2020 – C. Brown moved to approve the Dec. 9, 2020 meeting minutes. J. Foster seconded. All in favour. Carried.
  - e. Declaration of conflicts of interest – none declared
  - f. Welcome guests: Margaret Nielsen
3. Reports
  - a. Financials:
    - i. Financials: E. Hollingshead & C. Brown – E. Hollingshead and C. Brown shared the revised November 2020 and December 2020 income/expense statements. C. Brown moved to accept the revised November 2020 and December 2020 income/expense statements as presented. C. McNeil seconded the motion. All in favour. Carried.
  - b. Director: E. Hollingshead – provided a summary of the 2020 year-end report and December 2020 report. She described that circulation was on par with the 2019 circulation statistics taking into consideration the hours that the library was open. C. McNeil requested that information regarding the survey is added to the 2020 report and E. Hollingshead will do so once all survey responses are received. C. Brown proposed an idea to showcase books using the window space to enable patrons to browse the collection during COVID. There was discussion regarding StoryWalks in the Newcastle and Greentree neighbourhoods. S. Haddon inquired about the part-time programmer through the Canada Summer Jobs grant and E. Hollingshead confirmed that the requirement is for this person to complete their hours by the end of February.
  - c. Marigold: M. Nielsen – no meetings to report on; meetings are scheduled for next week.
  - d. Society: S. Haddon – next meeting is Jan. 18, 2021 at 7 pm.
  - e. Other:
    - i. Policy Committee: No report
    - ii. HR Committee: No report
4. New Business
  - a. For Discussion
    - i. Ongoing library closure – E. Hollingshead reported that the library had received permission from the Town of Drumheller to start curbside pick-up beginning Jan. 14, 2021; curbside pick-up will be available 6 days a week, providing regular service blocks from 12 noon to 4 p.m. The Library will be responsible for the BCF on Saturdays as there are no other staff present from the Town on Saturdays. E. Hollingshead shared that it was important to have curbside service available on Saturdays for people who work regular business hours since the Library is unable to provide the service during the evenings.



- ii. BCF corporate sponsorship – E. Hollingshead provided background on sponsorship of library space by Cenovus; the library currently has three spaces with the Cenovus name on them; the sponsorship contract valued at \$200,000 expires in November of 2021. E. Hollingshead will collect statistics and information to provide for potential new sponsors regarding the usage of the sponsored library spaces as this will support the BCF and the Town in the future (later in the year after the municipal election).
- iii. DinoArts Council grant update – C. McNeil reported that DinoArts and the Library have been successful in receiving \$13,075 grant from the Tyrrell Museum’s Cooperating Society Community Fund for a “Eugene” dinosaur statue. The payment will be issued to the Library and an invoice has been issued to the Library from DinoArts for the grant amount. E. Hollingshead is working with the Book Committee to receive the intellectual property rights for Eugene which will be provided to the DinoArts Council. DinoArts will work with the Library on the location and the plaque that will be added to the statue display explaining who Eugene is. C. McNeil will provide future updates as they become available.

b. Decision

- i. Ascend Contract – no paper quote has been received; a verbal estimate has been provided as follows: \$400 - \$500 / month; an upper estimate of \$600 / month.

E. Hollingshead provided an estimate of her time spent on bookkeeping each month: 3 hours / month for payroll; income statement 2 hours / month; invoices/accounts payable 2 hours / month; T-4s potentially 3 days or 24 hours, it is expected to be complicated because of CERB payments received in 2020.

K. DeMott moved to proceed with month-to-month bookkeeping services from Ascend Financial to a maximum expenditure of \$6,000 for one year. C. Brown seconded. All in favour. Motion carried.

- ii. Board elections – an updated list is required for the Canada Revenue Agency and elections normally occur in the fall (October).

Margaret Nielsen agreed to facilitate the election of officers for the Drumheller Public Library.

C. McNeil moved for the resignation of the Drumheller Public Library elected officers effective January 13, 2021. L. Dube seconded. All in favour. Carried.

K. DeMott moved to nominate S. Haddon as Chairperson of the Drumheller Library Board. L. Dube seconded. S. Haddon agreed to stand for the position of Chairperson.

Any further nominations? (question was asked three times)

Hearing none, S. Haddon is elected as Chairperson of the Drumheller Library Board by acclamation.

L. Dube moved to nominate J. Foster as Vice-chairperson of the Drumheller Library Board. J. Foster agreed to stand for the position of Vice-chairperson.

Any further nominations? (question was asked three times)

Hearing none, J. Foster is elected as Vice-Chairperson of the Drumheller Library Board by acclamation.

K. DeMott nominated C. McNeil for the position of Secretary. C. Brown seconded. C. McNeil agreed to stand for the position of Secretary.

Any further nominations? (question was asked three times)

Hearing none, C. McNeil is elected by acclamation as Secretary of the Drumheller Library Board.

K. DeMott nominated C. Brown for Treasurer. L. Dube seconded. C. Brown agreed to stand for the position of Treasurer.

Any further nominations? (question was asked three times)

Hearing none, C. Brown is elected as Treasurer for the Drumheller Library Board by acclamation.

M. Nielsen moved that all nominations cease for executive positions on the Drumheller Library Board.

iii. Signing authority

K. DeMott moved that per the election of new officers: Samantha Haddon, Chairperson; James Foster, Vice-chairperson; Cheryl McNeil, Secretary; and Caleb Brown, Treasurer have signing authority and payroll release authority on CAFT for the Drumheller Public Library effective Jan. 13, 2021. C. Brown seconded. All in favour. Carried.

L. Dube moved that effective January 13, 2021, the following Library staff members: Emily Hollingshead and Robin Locke have signing authority and data entry access to CAFT. C. Brown seconded. All in favour. Carried.

c. For Information/Reminders

- i. Volunteer Hours Tracking – reminder to Board members who have not submitted their volunteer hours form to do so.
- ii. Invitation to CAO, D. Drohomerski – S. Haddon will send an open invitation to D. Drohomerski to attend future library board meetings and copy D. Lines.
- iii. Board Calendar:
  1. Update signing authority (after February meeting)
  2. Executive Director performance plan (January)
  3. Executive Director 2019 evaluation review (January)
  4. Policy Committee meeting (January)
  5. New Board member recruitment (Ongoing)
  6. New Board member orientation (Ongoing)
- iv. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment

K. DeMott moved to adjourn the meeting at 8:40 p.m. L. Dube seconded. All in favour. Carried.

**Next Meeting:** Wednesday February 10, 2021 - 7 p.m.

*S. Haddon*  
Board Chair  
May 4, 2021

*Cheryl A. McNeil*  
Board Secretary  
May 5, 2021

version: January 12, 2020

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Wednesday February 10, 2021  
**Time:** 7 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil  
**Regrets:** None  
**Trustees:** Caleb Brown; Liz Dube, James Foster, Kristyne DeMott  
**Marigold Rep:** Margaret Nielsen  
**Guests:** Darryl Drohomerski, Denise Lines from the Town of Drumheller and Michael James (a potential new board member, a practicing lawyer with Kloot, Wilkins)  
**Library Director:** Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 7:03 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (4/6) – 6/6 all members in attendance
  - b. Accepting of regrets - None
  - c. Additions to the Agenda / Approval of agenda – K. DeMott moved to accept the amended agenda. C. Brown seconded. Motion carried.
  - d. Review/Approval of the minutes of January 13, 2021 – L. Dube moved to approve the minutes as amended. J. Foster seconded. Motion carried.
  - e. Declaration of conflicts of interest - None
  - f. Welcome guests: Darryl Drohomerski, Denise Lines and Michael James
3. Reports
  - a. Financials:
    - i. Financials: E. Hollingshead & C. Brown reported on the December 2020 and January 2021 financial statements shared with the Board.

The revised December report is very similar to what had been reported which now includes the invoice for \$4000 for the Library's portion of the automatic door.

C. Brown moved to approve the statement of revenue and expenses for January 2021 which will be modified and updated at our March meeting. L. Dube seconded. Motion carried.

b. Director: E. Hollingshead – shared the January 2021 report verbally.

E. Hollingshead reported that they have had a good start on 2021 COVID programming. The Book Bento subscription box has gone over very well. This year for Valentine's Day the library will proceed with "Blind Date with a Book" and have set this up for window browsing and also through social media channels. The Library is getting close to launching 1000 Books Before Kindergarten in Drumheller. As well, the Library is planning to launch the "Love Where you Live Program" and to engage as many people as possible which includes several community partners.

E. Hollingshead said that they are thinking of ways to make curbside pick-up fun and as close to a library experience as it can be. Metal chairs and tables from the plaza have been setup compliments of the Town of Drumheller outside of the Library.

Ascend is working on the Library's books and starting year-end and T4s for staff. More detail on the T4s is required with respect to CERB payments.

There were questions in regards to book circulation and how the staff were coping with the workload. Book posters have been placed on the outside windows to allow patrons to browse titles. There were also questions regarding staffing and hours. Staff are using up most of their hours in the library and some staff are content to work less hours than they did previously. If approved by the

version: February 9, 2021

Library Director, some staff are able to work from home on projects and services needed for library patrons.

c. Marigold: M. Nielsen

Meeting held on January 30 – with the whole board, there were 50 people in attendance. Most of the meeting was a review of the financials from last year. Marigold decided that levies for 2021 will not increase this year. Some items were trimmed in the budget. The Village of Cereal Library is no longer in place and there is interest in acquiring this library's collection from the community of Langdon. At this time, Langdon does not have a public library, but they are taking steps to establish a library in their community. The building construction for the Marigold Library System is progressing well and staff may be in the building by September of this year.

The Marigold Library System conference will be held on May 12 virtually. The theme is Make it Matter, Make it Happen! Keynote speaker is Darcie Lang. Registration opens on March 1 and there is no cost to attend. Board members are invited to attend.

d. Society: S. Haddon – The Society met on January 18. Real Alternative did not go ahead this year due to COVID-19 restrictions. The Society agreed to a donation of \$5,000 to Marigold for e-resources. The Society has approved funding for the Drumheller Public Library for approximately \$12,000 for the purchase of a new microfilm reader with the caveat that this is the last microfilm reader purchased by the Society. The Society has requested recognition for the Society with respect to this substantial donation. Another donation request had been received from the Drumheller Library for the community garden, however, a decision has not been made yet until more information is available.

Other:

- i. Policy Committee: No report
- ii. HR Committee: No report

4. New Business

a. For Discussion

- i. New Board Member recruitment – E. Hollingshead is looking to recruit an Indigenous community member to join the Board. D. Drohomerski offered to connect E. Hollingshead with the Flood Mitigation Communications lead who has connections with Siksika First Nation. C. McNeil also offered to provide contacts located at Siksika First Nation based with the Siksika Board of Education and Chief Crowfoot School, she will connect with E. Hollingshead offline.
- ii. Board training – Community Futures and the Chamber of Commerce are offering virtual board training sessions, 2 hours over 3 dates; costs are covered by Community Futures. Board members are interested in learning more about this opportunity. D. Drohomerski will send the information to S. Haddon who will send this onto board members.

Public Library Services Branch email – S. Haddon will send the PLSB's survey to all board members regarding training. The survey needs to be completed by Feb. 12.

b. Decision

- i. PLSB Annual Report Approval – there was discussion regarding the draft PLSD 2020 Report prepared by E. Hollingshead and amendments were brought forward by the Board for the 2020 accomplishments section.

K. DeMott moved to approve the PLSB 2020 report as amended. C. Brown seconded. All in favour. Motion carried.

Library card drive – E. Hollingshead, will commence work on this in the near future.

c. For Information/Reminders

- i. Board Calendar:

1. Update signing authority (ongoing) – C. McNeil to email amended minutes to E. Hollingshead, and to arrange to sign them. S. Haddon will get things ready with Chinook Financial for the signing authority.
2. Executive Director performance plan (January)
3. Policy Committee meeting (January)
4. New Board member recruitment (Ongoing)
5. New Board member orientation (Ongoing)

ii. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment

Motion to adjourn - L. Dube moved to adjourn the meeting at 8:19 p.m. J. Foster seconded. Motion carried.

K. Demott inquired if D. Drohomerski would attend future Library Board meetings and D. Drohomerski stated he would if his schedule permitted. He also suggested that Darren Goldthorpe may be asked to attend some Library Board meetings in the future as he manages the Badlands Community Facility in his role as Manager of Recreation and Parks for the Town of Drumheller.

**Next Meeting:** Wednesday March 10, 2021 - 7 pm

Shadelson  
Board Chair  
May 4, 2021

Cheryl A. McNeil  
Board Secretary  
May 5, 2021

# Drumheller Public Library

**This report shows the value of services provided annually by Marigold Library System. Drumheller Public Library benefits directly through the pooling of revenues so that all Marigold residents have access to all library system resources.**

## Levy Payments

Based on 2019 Municipal Affairs population of 7,982 and Schedule C of the Marigold Agreement for 2020.

	per capita levy	population	contribution
MUNICIPALITY	\$6.24	7,982	\$49,807.68
LIBRARY BOARD	\$4.50	7,982	\$35,919.00

**Total Levy Payments      \$85,726.68**

**Total value of services provided by Marigold      \$171,378.61**

Note: Where precise costs per library are known, those dollar amounts are used. Otherwise, totals are divided by members to extrapolate value.

## Services Grant

A Services Grant is paid in three installments to the library board. The amount of the grant is set in the Marigold Board's Transfer Payment Policy and is largely intended to support the sharing of resources within Marigold and TRAC. The amount is reviewed by the Marigold Board each year.

**\$19,955.00**

## IT Capacity Fund

Each member library receives a spending account with Marigold to make IT and hardware purchases. This account is established through the IT Capacity Fund Policy and is reviewed by the Marigold Board each year.

**\$1,000.00**

## IT and Network Support

IT support includes HelpDesk assistance, virtual meeting and webinar support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email hosting and cloud-based file storage, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, maintenance of patron accounts, reporting, ordering, circulation of library materials and the online catalogue.

**Note: Marigold's annual investment of \$337,000 for IT and Network Support to benefit Marigold headquarters and is the central hub for the delivery of computerized public library service for Marigold member libraries.**

IT SITE VISITS - valued at \$250/hour with a 3 hour minimum	\$7,375.00
IT HELPDESK, TROUBLESHOOTING & CONSULTATION	\$7,661.24
IT EQUIPMENT, SOFTWARE & LICENSING PURCHASES, WIRELESS & MAINTENANCE - \$50,000 replacement cost	\$9,544.34
VIDEOCONFERENCING BRIDGING & SUPPORT	\$1,408.42
SUPERNET/INTERNET CONNECTION	\$246.89
POLARIS LIBRARY SOFTWARE - \$950,000+ to replace Polaris	\$1,859.47

**\$28,095.36**

## Materials and Digital Content

A collection distribution total is targeted through the Collection Management Policy and is reviewed by the Marigold Board each year. Marigold also provides a monthly bestsellers program and an AV supplementary collection beyond the collection distribution total. Because of bulk purchasing, Marigold has access to vendor discounts and discounted freight charges. Patrons have access to over 3.2 million items in TRACpac online catalogue because of Marigold's partnership with three other library systems. Your residents also have access to digital subscriptions, eBooks & eAudiobooks, eMagazines, music, newspapers, early literacy resources, training videos, school curriculum support, and much more.

**Note: Marigold's annual investment of \$1,162,570 for collection materials benefits all residents of Marigold Library System.**

<b>Physical Materials -</b>		
BOOKS - average cost @ \$18.00/item		\$18,585.00
BESTSELLER PROGRAM		\$900.00
SHARED COLLECTIONS & BESTSELLER PROGRAM -@ \$7.50/item		\$2,437.50
AUDIOVISUAL - average cost @ \$30.00/item		\$7,965.00
WORLD LANGUAGES, LARGE PRINT & PROFESSIONAL COLLECTIONS		\$448.24
AV SUPPLEMENTARY COLLECTION		\$443.46
		<hr/>
<b>Digital Content -</b>		
DIGITAL SUBSCRIPTION ACCESS		\$9,254.85
	(\$349,000/year)	
eBOOK/eAUDIO PLATFORMS - OverDrive and Cloud Library		\$1,840.91
	(Over \$1 million invested in OverDrive and Cloud Library)	
		<hr/>
		<b>\$41,874.96</b>

Municipal Affairs Department through PLSB (Public Library Services Branch) funds online content for library patrons, including a language learning software (Pronunciator), PressReader (access to 7,000 newspapers from 120+ countries in 60+ languages) and Alberta published eBooks.

## Collection Services

Centralized workflow at headquarters ensures the selection of balanced collections and the quick distribution of materials to member libraries. Professional cataloguing makes it possible for patrons to locate and request print, AV and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, plastic covers, repackaging AV materials into durable cases and labeling.

**Note: Marigold invests \$23,000 annually in bibliographic tools to aid in the creation of cataloguing records.**

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**\$21,914.17**

## Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation and training to member library staff and board members by professional librarians. Visits include: preparation; travel or videoconferencing connection; and follow-up based on each library's unique needs. Major projects completed for libraries include weeding and inventory of library collections. Consultation is valued at \$250/hour with a 3 hour minimum, and often involves more than one staff member.

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**\$14,803.00**

## Insurance

Marigold pays for the insurance on the materials collections housed at member libraries. This amount also includes a portion of the insurance costs of the Marigold Headquarters building.

**Note: Marigold invests over \$36,000 annually for insurance coverage.**

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**\$1,055.02**

### Training for Members

Marigold provides training opportunities for member libraries and patron presentations on topics such as eBooks for Mobile Devices; programming; statistics and reports; use of digital subscriptions; board development; management and leadership; and communications and marketing. Value includes training preparation, travel and follow-up by headquarters staff based on each library's unique needs. Mobile labs are available to complement training and programming for member libraries. In 2020, Marigold staff provided many virtual training opportunities for library staff and trustees.

TRAINING SUPPORT	\$2,288.83
TRAINING SESSIONS & BOARD DEVELOPMENT - valued at \$200/session	\$1,800.00
MEMBER LIBRARIES' WORKSHOP - cancelled in 2020	
	<hr/>
	<b>\$4,088.83</b>

### Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (e.g. paper allocation, bins, scotch tape, bubble wrap). Each library receives a minimum of one delivery a week, and 11 libraries receive deliveries twice a week or more.

**Note: Marigold's annual investment of \$63,000 for Delivery Service and Supplies benefit all residents of Marigold Library System. Over 2.2 million items were delivered to member libraries in 2020.**

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**\$16,153.16**

### Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources and financial management; training and professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Governing Board for municipalities which do not have library boards.

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**\$14,686.88**

### Purchasing Program

Through Marigold's long-standing library vendor accounts and participation in the Public Purchasing Group (PPG), Marigold is able to provide discounts on IT equipment, office supplies, furniture and processing supplies such as labels and other items required for the daily operation of your library. The calculation is based on savings on IT equipment, furniture and/or supplies acquired through Marigold. Marigold purchases items at request of library staff, receives and delivers the items to the library, and then invoices the library. The total savings on items purchased for libraries using this service was \$16,927.78.

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**\$947.53**

### Communication and Marketing Support

Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards. Marigold also prints custom promotional materials at Marigold on behalf of your library.

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**\$3,262.18**



## Services and Programs

- Materials, prizes and support for STEAM programming and the national TD Summer Reading Program including administrative support by Consultants and summer students. In 2020, 52 virtual summer programs were delivered to 1,053 participants and many more views on social media platforms.
- Marigold develops and implements programming for children, teens and families through the marigoldprograms.ca website.
- Marigold organizes and pays for programming to benefit both the staff and the public. In 2020, several webinars and tutorials were made available to staff, including Storytime and Program Planning Made Easy and How to Run Coding Programs at Your Library.
- Marigold administers, schedules and delivers kits and equipment to support programs. Libraries may borrow resources such as craft and makerspace kits, travelling book displays, karaoke machine with cds, gaming consoles with games, life size games including Jenga and Kerplunk, board games, and objects like prize wheels and puppet theatres.

\$2,742.70

\$799.82

\$3,542.52

**TOTAL value of services provided by Marigold**

**\$171,378.61**

**TOTAL levy payments from municipality with library board**

**\$85,726.68**

## Marigold Libraries are Thriving. In 2020:

**3,026 People/Families from Drumheller have library cards registered at Marigold Member Libraries or as L2U patrons**

### *Your Marigold Trustee...*

Attended **4** of **4** Marigold Board meetings

Attended **12** Marigold Committee meetings including Executive and Governance

### *Across Marigold...*

**112,416** people/families have a library card

**316,599** eBooks borrowed

**1,433,979** items loaned to Marigold cardholders

**5,162** programs with **104,570** participants

**876,697** items loaned and borrowed between libraries

**3.2+ million** items available in TRACpac online catalogue

**11+ million** visits to the online library catalogue





April 2<sup>nd</sup>, 2021

S/Sgt. Eddie Bourque  
Chief of Police  
Drumheller, Alberta

Dear CAO Darryl Drohomerski,

Please find attached the quarterly Community Policing Report for the Drumheller Detachment, that covers the January 1 to March 31<sup>st</sup>, 2021 reporting period. Starting this year, quarterly updates on community-identified policing priorities will be shared through this new policing report to all communities served by the Alberta RCMP.

Our first priority is the safety and security of Albertans, in addition to providing accountable, effective and transparent policing to your community. This reporting, along with community insights and guidance that you readily provide, will further help us optimize our services to address the priorities that are important to you.

The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Drumheller RCMP. Further analysis on local trends and updates on resourcing and financial forecasting is included. Community priorities and consultations that inform these quarterly updates are also documented in this report.

We recognize that having a voice in policing priorities is a top concern for communities. As part of maintaining engagement with the Albertans we serve, this new quarterly policing report is a tool for us to report our progress on community-identified priorities. This report also reinforces our commitment to communicate the work we do to enhance public safety in your community.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns regarding this report.

Eddie Bourque  
Chief of Police  
Drumheller RCMP

## RCMP Municipal Policing Report

<b>Detachment</b>	
<b>Detachment Commander</b>	
<b>Quarter</b>	
<b>Date of Report</b>	

### Municipal Overview: Human Resources<sup>1</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>2</sup>	Hard Vacancies <sup>3</sup>	Projected Annual FTE Utilization	Annual Plan
Police Officers						
Detachment Support						

### Comments

### Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs. With the exception of overtime and commissionaire guarding, the costs noted in the table below are expenditures that will form part of the divisionally pooled costs, allocated on a per capita basis. All expenditures are listed in 100% terms.

Municipal	Quarterly Expenditures to date	Quarterly Forecast to date	Annual Estimate
<b>Pay</b>			
<b>Overtime</b>			
<b>Operating and Maintenance</b>			
<b>Commissionaire Guarding</b>			
<b>Equipment</b>			
<b>Other</b>			

### Comments

<sup>1</sup> Data extracted on March 12<sup>th</sup>, 2021 and is subject to change.

<sup>2</sup> Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

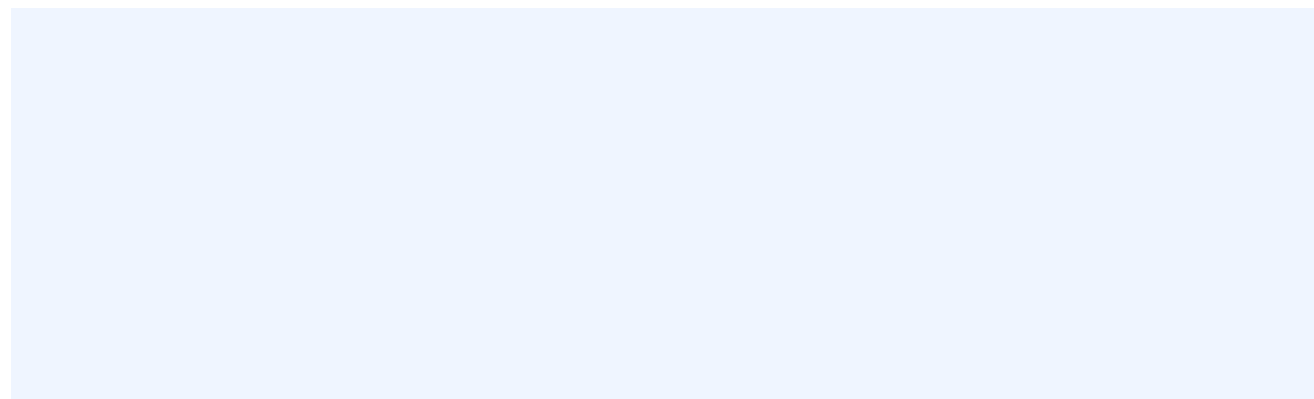
<sup>3</sup> Hard Vacancies are full FTE positions that are vacant and need to be filled.

## Crime Statistics<sup>4</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January – February			January – December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
<b>Total Criminal Code</b>						
<i>Persons Crime</i>						
<i>Property Crime</i>						
<i>Other Criminal Code</i>						
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>						
<i>Provincial Code Traffic</i>						
<i>Other Traffic</i>						
<b>CDSA Offences</b>						
<b>Other Federal Acts</b>						
<b>Other Provincial Acts</b>						
<b>Municipal By-Laws</b>						
<b>Motor Vehicle Collisions</b>						

## Trends/Points of Interest



<sup>4</sup> Data extracted from a live database (PROS) and is subject to change over time.

**Community Priorities**

<b>Priority 1</b>	
<b>Current Status &amp; Results</b>	
<b>Priority 2</b>	
<b>Current Status &amp; Results</b>	
<b>Priority 3</b>	
<b>Current Status &amp; Results</b>	



## Drumheller Municipal Detachment Crime Statistics (Actual) January to February: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

March-03-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		0	1	4	0	2	N/A	N/A	0.3
Other Sexual Offences		0	0	0	0	5	N/A	N/A	1.0
Assault		16	18	26	11	20	25%	82%	0.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	3	3	1	6	50%	500%	0.2
Uttering Threats		7	3	3	1	17	143%	1600%	1.8
<b>TOTAL PERSONS</b>		<b>27</b>	<b>27</b>	<b>36</b>	<b>13</b>	<b>50</b>	<b>85%</b>	<b>285%</b>	<b>3.2</b>
Break & Enter		12	17	17	21	8	-33%	-62%	-0.4
Theft of Motor Vehicle		2	10	16	9	1	-50%	-89%	-0.3
Theft Over \$5,000		2	3	2	0	1	-50%	N/A	-0.5
Theft Under \$5,000		30	24	26	16	9	-70%	-44%	-5.0
Possn Stn Goods		3	2	11	9	3	0%	-67%	0.7
Fraud		6	7	9	13	9	50%	-31%	1.2
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		0	0	0	4	8	N/A	100%	2.0
Mischief - Other		12	14	21	5	15	25%	200%	-0.3
<b>TOTAL PROPERTY</b>		<b>68</b>	<b>77</b>	<b>102</b>	<b>77</b>	<b>54</b>	<b>-21%</b>	<b>-30%</b>	<b>-2.8</b>
Offensive Weapons		1	2	1	2	3	200%	50%	0.4
Disturbing the peace		2	9	4	2	10	400%	400%	0.9
Fail to Comply & Breaches		6	4	12	17	5	-17%	-71%	1.1
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>500%</b>	<b>0%</b>	<b>1.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>10</b>	<b>20</b>	<b>24</b>	<b>27</b>	<b>24</b>	<b>140%</b>	<b>-11%</b>	<b>3.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>105</b>	<b>124</b>	<b>162</b>	<b>117</b>	<b>128</b>	<b>22%</b>	<b>9%</b>	<b>3.9</b>



## Crime Statistics (Actual)

January to February: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

March-03-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	1	1	1	0	N/A	-100%	0.0
Drug Enforcement - Possession		8	3	3	4	2	-75%	-50%	-1.1
Drug Enforcement - Trafficking		3	2	4	0	6	100%	N/A	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>11</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>-27%</b>	<b>60%</b>	<b>-0.7</b>
Cannabis Enforcement		0	0	2	0	0	N/A	N/A	0.0
Federal - General		3	2	1	2	2	-33%	0%	-0.2
<b>TOTAL FEDERAL</b>		<b>14</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>10</b>	<b>-29%</b>	<b>43%</b>	<b>-0.9</b>
Liquor Act		3	2	0	1	3	0%	200%	-0.1
Cannabis Act		0	0	1	1	1	N/A	0%	0.3
Mental Health Act		15	8	19	13	14	-7%	8%	0.3
Other Provincial Stats		17	21	36	21	24	41%	14%	1.4
<b>Total Provincial Stats</b>		<b>35</b>	<b>31</b>	<b>56</b>	<b>36</b>	<b>42</b>	<b>20%</b>	<b>17%</b>	<b>1.9</b>
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		3	4	4	0	5	67%	N/A	0.0
<b>Total Municipal</b>		<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>100%</b>	<b>N/A</b>	<b>0.2</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	0	1	1	0%	0%	0.1
Property Damage MVC (Reportable)		25	33	20	19	13	-48%	-32%	-3.8
Property Damage MVC (Non Reportable)		3	3	1	2	2	-33%	0%	-0.3
<b>TOTAL MVC</b>		<b>29</b>	<b>36</b>	<b>21</b>	<b>22</b>	<b>16</b>	<b>-45%</b>	<b>-27%</b>	<b>-4.0</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>339</b>	<b>154</b>	<b>160</b>	<b>128</b>	<b>247</b>	<b>-27%</b>	<b>93%</b>	<b>-21.0</b>
<b>Other Traffic</b>		<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>-80%</b>	<b>N/A</b>	<b>-1.0</b>
<b>Criminal Code Traffic</b>		<b>10</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>-60%</b>	<b>-43%</b>	<b>-1.0</b>
<b>Common Police Activities</b>									
False Alarms		30	25	4	11	10	-67%	-9%	-5.4
False/Abandoned 911 Call and 911 Act		10	15	6	8	3	-70%	-63%	-2.1
Suspicious Person/Vehicle/Property		24	15	39	27	24	0%	-11%	1.2
Persons Reported Missing		4	6	1	1	1	-75%	0%	-1.1
Search Warrants		1	0	1	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		12	11	16	4	19	58%	375%	0.7
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

<b>TITLE:</b>	Raymond Hill Road Public Submission
<b>DATE:</b>	April 16, 2021
<b>PRESENTED BY:</b>	Dave Brett, P. Eng, PMP, Director of Infrastructure Services
<b>ATTACHMENT:</b>	

**SUMMARY:**

On Monday April 5, 2021 at 8:45 pm I received a public submission, "...requesting the Town of Drumheller, Wheatland County and Alberta Transportation to work together to reopen Raymond Hill east of Rosedale...". I acknowledged receipt of the submission at 10:04 am on Tuesday April 6, 2021.

The Municipal Government Act, Part 7, Public Participation governs the actions that the Town of Drumheller must take upon receipt of a petition; these actions are specifically outlined in sections 219 to 226. These actions, identified below, were undertaken by Dave Brett, Director of Infrastructure Services, with the assistance of Colin Kloot, Town Solicitor, and Denise Lines, Senior Administrative Assistant.

**Section 220 - CAO duties**

Chief Administrative Officer D. Drohomerski designated myself, Dave Brett, Director of Infrastructure Services to carry out the duties of the CAO with respect to the petition.

**Section 221 - Petition sufficiency requirements**

The primary duty of the CAO is to assess the petition on the basis of the requirements indicated in sections 222 to 226 determine if the petition sufficiently meets the requirements.

**Section 222 – Who Can Petition**

The MGA states that only electors of a municipality are eligible to be petitioners. The MGA defines "electors" as a person who is eligible to vote in the election for a councilor under the Local Authorities Election Act. The Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21, as of January 1, 2021. Section 47(1) indicates that to be eligible to vote a person must be over 18, a Canadian Citizen and reside in the jurisdiction. Section 48(1) b, states that residence is the location "where the person lives and sleeps and to which, when the person is absent, the person intends to return." Additionally, as per 48(1) a.1, a person can have only one place of residence for the purpose of Local Authorities Election Act.

Based on the information provided in the petition we are unable to determine whether or not the signatories are electors of the Town of Drumheller. Therefore, the petition does not meet the requirements for sufficiency.



### **Section 223 Number of Petitioners**

As section 223.2(a) the petition must be signed by electors of Drumheller “equal in number to at least 10% of the population”. From the 2016 census data the population of Drumheller is 7,982, therefore there needs to be a minimum of 798 elector signatures on the petition to meet the requirements. The petition has a total of 36 signatures; even if all of the signatures meet the requirements to be counted and are electors of Drumheller, this represents only 0.45% of the 2016 census population or 1 person out of every 200 in Drumheller. Even if all signatures are valid electors, the petition does not reach the minimum for sufficiency.

### **Section 224 Other requirements for a petition**

- (1) All pages must contain an identical statement of the purpose of the petition – this is not present on each of the petition pages. Based on this, only the signatures on the first page can be considered for purposes of sufficiency.
- (2) Require information for each petitioner
  - a. Printed surnames and given names – present on list and meet sufficiency.
  - b. Petitioners’ signatures – present and meets sufficiency.
  - c. Street address or legal description of land on which petitioner lives – not present, does not meet sufficiency.
  - d. Date on which petitioners signed – not present in all cases.
- (3) Witness
  - a. Requirements of a witness, either signature or affidavit, is not included. This does not meet sufficiency requirements.
- (4) Representative
  - a. A signed statement from a person acting as representative of the petitioners must be attached. There is no such attachment.

### **Section 225 Counting petitioners**

- (3) The MGA requires that signatures must be excluded from the count of any person:
  - whose signature was not witnessed or affidavit provided,
  - whose signature appears on petition page that does not have the purpose statement,
  - whose street address or legal land description of residence is not included; or
  - date of signature is not provided.On the basis of these requirements none of the signatures can be counted.

Upon review of the petition as per section 221 of the Municipal Government Act, the petition does not meet the requirements for sufficiency.

**RECOMMENDATION:**

Section 226, Report on sufficiency of petition, clause (3) states that “if a petition is not sufficient, the council or the Minister is not required to take any notice of it”.

Administration recommends on the basis of this review that Council take no notice of this petition. However, Administration is reviewing alternative solutions with Wheatland County Administration to determine alternatives for review and consideration.

**FINANCIAL IMPACT:**

No financial impact.

**STRATEGIC POLICY ALIGNMENT:**

This recommendation aligns with the Municipal Government Act, and with the Town’s objective of fiscal responsibility.

**COMMUNICATION STRATEGY:**

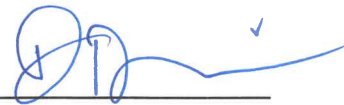
A letter from the CAO’s office will be provided to the original submitter with the results of the MGA review indicating that it is insufficient.

**MOTION: N/A**

**SECONDED:**

*Dave Brett*

Prepared by:  
Dave Brett  
Director of Infrastructure Services



Approved By:  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

## Infrastructure Services Quarterly Report Q1 - 2021

**Name: Dave Brett, P. Eng, PMP    Period: January 1 to March 31 2021**

### Health and Safety

Report Type	Description	Total	Total 2020	2021 Q1	Q1 2020	2021 Q2	Q2 2020	2021 Q3	Q3 2020	2021 Q4	Q4 2020
Incident	An occurrence requires reporting under OHS	2	5	2	0		2		1		2
Accident	An occurrence results injury or damage	2	3	2	2		1		0		0
First Aid/Injury	Any occurrence resulting in requiring medical treatment	2	14	2	1		9		1		3
Near Miss	Any occurrence that has potential to result in injury, damage or report	3	6	3	1		2		1		2
Work Refusal	Any occurrence of workers refusing work on safety grounds	0	0	0	0		0		0		0
<b>Totals</b>		<b>9</b>	<b>28</b>	<b>9</b>	<b>4</b>		<b>14</b>		<b>3</b>		<b>7</b>

### SeeClickFix App

Reporting issues with SeeClickFix were worked on with provider and an issue where some requests were not visible to staff and director has been resolved. As a result, there is currently only one "Overdue and Open" Service Request.

<u>Town App</u>	<u>Target Closed within SLA</u>	<u>Created</u>	<u>Ack</u>	<u>Number Closed</u>	<u>SLA Days</u>	<u>% Closed within SLA</u>	<u>Overdue</u>	<u>Overdue and Open</u>
A - Am in Need of Assistance - COVID-19	85%	2	2	2	1	100%	0	0
Abandoned Vehicle	85%	8	4	8	2	63%	0	0
Animal Control	85%	11	7	11	2	73%	1	0
Bylaw	85%	68	4	67	3	88%	4	0
Bylaw - Graffiti	85%	8	3	8	3	88%	1	0
Cemetery Questions	85%	0	0	0	3	0%	0	0
Facilities and Buildings owned by ToD	85%	8	2	8	5	25%	6	0
Garbage Collection - Commercial	85%	17	10	17	1	6%	16	0
Garbage Collection - Residential	85%	23	4	23	1	17%	19	0
Park Issues	85%	26	5	25	5	84%	4	0
Roads - Gravel Surface	85%	24	1	23	5	83%	4	0
Roads - Paved Surface	85%	25	5	25	260	68%	7	0

Roads - Pothole	85%	37	17	37	5	70%	6	0
Roads - Sidewalk Issues	85%	21	4	21	5	100%	0	0
Snow and Ice Removal - Road	85%	37	16	37	7	57%	15	0
Snow and Ice Removal - Sidewalk	85%	18	4	18	3	78%	1	0
Street Garbage Bin	85%	8	3	8	1	25%	6	0
Vegetation	85%	60	13	60	52	100%	0	0
Water/Sewer - Water Quality	85%	5	5	5	1	100%	0	0
Water/ Sewer - Odour	85%	1	1	1	1	100%	0	0
Water/Sewer - Water Pressure	85%	4	4	4	1	75%	0	0
Water/Sewer - Water Break	85%	1	1	1	1	0%	0	0
Z - Other	85%	93	76	92	2	54%	37	1

## **OPERATIONS:**

In Q1 2021 Town Operations were in winter mode with a primary focus on snow removal and tree trimming (elms). The warmer than normal weather also allowed for an opportunity to conduct pothole repairs. Planning of spring and summer work activities were also carried out.

Facilities staff conducted Arena operations, facilities support and supported the Aquaplex and BCF in addressing the changing requirements to meet COVID restrictions from AHS.

<b><u>OPERATIONS</u></b>	<b><u>Description</u></b>	<b><u>Target</u></b>	<b><u>2021 Total</u></b>	<b><u>2020 Total</u></b>	<b><u>2021 Q1</u></b>	<b><u>2020 Q1</u></b>	<b><u>2021 Q2</u></b>	<b><u>2020 Q2</u></b>	<b><u>2021 Q3</u></b>	<b><u>2020 Q3</u></b>	<b><u>2021 Q4</u></b>	<b><u>2020 Q4</u></b>
<b>Snow Removal</b>												
<b>Roads - km Cleared</b>	<b>km of road cleared of snow – all categories</b>		<b>286.89</b>	<b>0</b>	<b>286.89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sidewalks and Trails - km Cleared</b>	<b>km of sidewalks and trails cleared of snow</b>		<b>133.4</b>	<b>0</b>	<b>133.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Mechanical Services</b>												
Work orders (WO)	Maintenance activities on Town equipment		46	0	46							
<b>Tree Trimming</b>												
Town Staff (Staff days)	Staff days spent trimming trees		54	0	54							
Contractor (days)	Days spent by contractor trimming trees		4	0	4							
<b>Pot hole repair</b>												
Town staff (Staff days)	Staff days spent filling potholes on the roads and streets		16	0	16							

## Utilities

In Q1 2021 there were two water breaks, the repair of two water services, two sewer back ups due to inappropriate flush materials, one frozen residential sewer service, a frozen sewer service at the Royal Tyrrell Museum, the annual Alberta Environment inspection and follow ups, as well as snow removal at the WTP and WWTP.

### Work Orders (Vadim – iCity) (Target is 85.0%)

Period		Total	Total 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
Created	Utility work orders created	120	355	120	134		50		95		76
Completed	Amount of work orders completed and closed	119	337	119	132		44		93		68
Outstanding	Amount of work orders unresolved in period	1	18	1	2		6		2		8
Ratio of Orders Completed		99.2%	94.9%	99.2%	98.5%		88.0%		97.9%		89.5%

### Water and Wastewater Treatment Plant Treated Flows All values are in Cubic Metres

		Total (YTD)	Total (YTD) 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
<b>Water Treatment Plant</b>	Amount of river water treated to potable water standards	270,902	1,387,297	270,902	335,723		598,706		408,197		279,481
<b>Wastewater Treatment Plant</b>	Amount of Sanitary wastewater treated and discharged	253,944	971,161	253,944	224,296		257,490		278,098		211,277

		Total (YTD)	Total (YTD) 2020	Q1	Q1 2020	Q2	Q2 2020	Q3	Q3 2020	Q4	Q4 2020
<b>Line Locates</b>	Number of line locates requested through Alberta One Call	122		122							

Report Writer:	Dave Brett	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Infrastructure Services		

## **Corporate Services Quarterly Report Q1 - 2021**

**Name: Mauricio Reyes, CPA, CMA, CAMP    Period: January 1 to March 31, 2021**

### **Operations**

- The Director of Corporate Services position was filled and new director started in March 22, 2021
- 2020 year-end tasks were started in Q1. 2020 year-end will be completed in Q2
- Property tax assessments were received from the Town's assessors in March
- Approximately 525 business license renewal notices and 250 pet licenses renewal notices were mailed in January
- HRISMyWay - in progress

### **Budgets**

- In collaboration with the Town's departments, the Finance department prepared and presented the 2021 operating budget to Council in March. The 2021 operating budget was adopted on March 22, 2021
- Finance worked with departments in building the proposed 2021 capital budget to be presented to Council in Q2
- The 2021 Utility Supported budget was prepared, presented and adopted by Council in Q4 of 2020

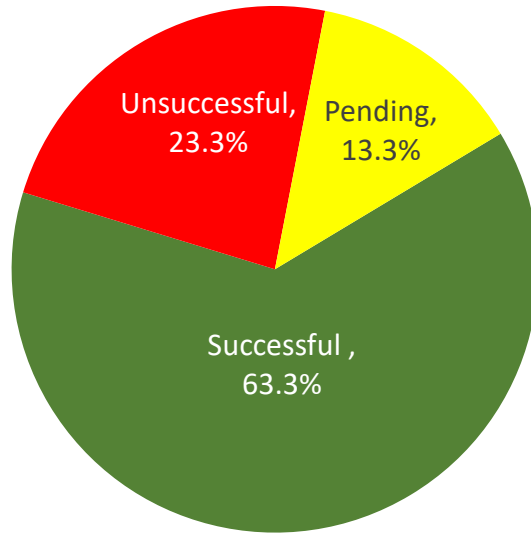
### **Financial Reporting**

- Quarterly financial reports will start in Q2
- Key Performance Indicators will be presented in Q2

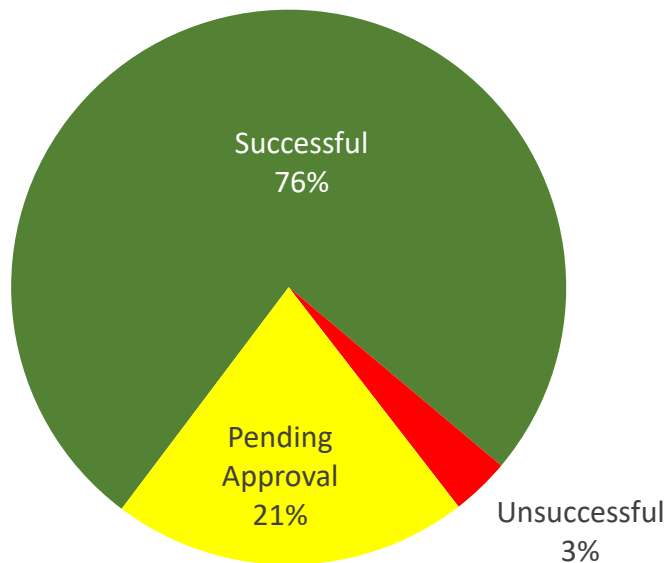
### **2020 Grants**

- In 2020, the Town of Drumheller submitted 30 grant applications
- Of the submitted applications, the Town was successful with 19 (63.3%), unsuccessful with 7 (23.3%) and 4 (13.3%) are still pending approval
- In terms of dollar value, the Town submitted applications with a total dollar value of approximately \$6.98 million
- Of the submitted applications, the Town was approved for approximately \$5.29 million (75.8%), unsuccessful applications amounted to approximately \$0.24 million (3.4%) and approximately \$1.45 million (20.8%) are still pending approval
- This report does not include any grants relating to the Drumheller Resiliency and Flood Mitigation Program

### Success Rate Based on Grant Submissions



### Success Rate Based on Dollar Value



## Town of Drumheller Grant Applications - 2020

### List of Successful Grants

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Volunteer Alberta	Volunteer Appreciation 2020	\$ 1,000	\$ 1,000
Provincial	Social Services Grant for Covid	Social Supports, Transport and Food Security	\$ 45,773	\$ 55,000
Federal	ARDN Covid-19 Grant	Homelessness prevention and response. Subsidize short term shelter	\$ 48,170	\$ 29,560
Federal	United Way South East Covid funding	Hot Meals Program	\$ 3,500	\$ 3,500
Other	Rotary Club of Drumheller	Furnishings for the Family violence unit	\$ 9,042	\$ 9,042
Provincial	ARDN Rural Homelessness Estimation Project Funding	Homelessness Estimation Project	\$ 2,000	\$ 2,000
Provincial	Blue Cross - Community Roots Grant	Camp for children 6 to 12 year old addressing social needs	\$ 5,000	\$ 5,000
Provincial	Travel Alberta - Cooperative Investment Grant	Experience downtown Drumheller through beautification, increased outdoor spaces, traffic restrictions and programming	\$ 8,325	\$ 5,000
Federal	United Way (ECSF)	55+ Hot Meals program	\$ 18,100	\$ 10,101
Federal	United Way (ECSF)	55+ Home Care & Personal Support Program	\$ 10,500	\$ 10,500
Provincial	Mental Health & Addiction Covid-19 Community Funding Application	Community outreach for COVID induced social needs, support to partnering services, case management for domestic violence, and workshops related to mental health	\$ 213,826	\$ 213,838
Federal	Red Deer & District Community Foundation - (ECSF)	Covid-19 Response: Family Violence Project	\$ 42,440	\$ 42,440
Federal	Red Deer & District Community Foundation - (ECSF)	Covid-19 Response: Community Mental Health/Addictions Project	\$ 38,121	\$ 38,121
Federal	Red Deer & District Community Foundation - (ECSF)	Covid-19 Response: youth Project	\$ 53,256	\$ 53,256
Other	Alberta Urban Municipalities Association	Palliser Regional Asset Management Project	In-kind	In-Kind
Provincial	Travel Alberta - Cooperative Investment Grant - Winter 2020	A Dinosaur Christmas	\$ 10,230	\$ 5,000
Provincial	MCCAC - Phase 1	BCF Energy Audit	\$ 2,300	\$ 2,300
Provincial	MCCAC - Phase 1	Memorial Arena Energy Audit	\$ 4,800	\$ 4,800
Provincial	MCCAC - Phase 1	Aquaplex Energy Audit	\$ 3,700	\$ 3,700
Provincial	Municipal Stimulus Program	Downtown Area Revitalization Plan Plaza	\$ 948,813	\$ 948,813
Provincial	STIP - CAP	Airport Lighting Replacement	\$ 106,500	\$ 106,500
Provincial	STIP - LRB	Bridge 11 Replacement	\$ 2,409,750	\$ 2,409,750
Provincial	AMWWP	Nacmine Forcemain Rehabilitation	\$ 1,307,000	\$ 1,307,000
<b>Total</b>			<b>\$ 5,292,146</b>	<b>\$ 5,266,221</b>



**List of Grants Pending Approval**

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Social Services Grant for Covid	Subsidised supports for seniors including hot meals program, transport, in home services etc.	\$ 69,023	\$ -
Federal	FCM Municipal Asset Management Program	Palliser Regional Asset Management Project	\$ 50,000	\$ -
Provincial	STIP - CAP	Airport Runway Repairs	\$ 1,310,000	\$ -
Federal	Celebrate Canada Grant	Canada Day Celebration	\$ 20,000	\$ -
<b>Total</b>			<b>\$ 1,449,023</b>	<b>\$ -</b>

**List of Unsuccessful Grants**

Level of Government	Grant Name	Municipal Project Description	Amount Requested	Amount Approved
Provincial	Family Resource Network	Community hub development	\$ 91,614	\$ -
Provincial	Mental Health & Addiction Covid-19 Community Funding Application	Community outreach for COVID induced social needs, support to partnering services, case management for domestic violence, and workshops related to mental health (phase 1)	\$ 48,237	\$ -
Federal	United Way - (ECSF)	Subsidized Community Counselling Program	\$ 25,000	\$ -
Federal	United Way (ECSF)	Financial Empowerment	\$ 23,734	\$ -
Federal	United Way (ECSF)	Youth Engagement	\$ 22,734	\$ -
Federal	United Way (ECSF)	55+ Activity Kits	\$ 21,239	\$ -
Federal	United Way (ECSF)	Subsidised Transport	\$ 5,000	\$ -
<b>Total</b>			<b>\$ 237,557</b>	<b>\$ -</b>
<b>Grand Total</b>			<b>\$ 6,978,725</b>	<b>\$ 5,266,221</b>

Definitions

- ECSF            Emergency Community Support Fund
- ARDN          Alberta Rural Development Network
- STIP - LRB     Strategic Transportation Infrastructure Program - Local Road Bridge
- STIP - CAP     Strategic Transportation Infrastructure Program - Community Airport Program
- AMWWP       Alberta Municipal Waster/Wastewater Partnership
- MCCAC        Municipal Climate Change Action Centre

Report Writer:	Mauricio Reyes, CPA, CMA, CAMP	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Corporate Services		